

CAREER OPPORTUNITY



NORTH SOUTH UNIVERSITY

Center of Excellence in Higher Education

North South University (NSU), the first private university in Bangladesh, seeks applications from candidates with required qualifications and experiences for the following position:

Please read the full job description carefully to see if you have the skills, knowledge and experience that NSU are looking for. Only eligible candidates will be contacted by NSU for written examination and interview.

Department Secretary, Department of Public Health : 1 (one) position

Job Description:

- Provide administrative support to the department head.
- Support departmental day-to-day activities, such as receiving and responding to queries concerning departmental matters from staff, students, external organizations, and public.
- Support the department with tasks such as promotion, admission, thesis defense, plagiarism check, course advising, etc.
- Draft and process letters, emails, reports for smooth functioning of the department.
- Prepare the list of required consumable and non-consumable items and raise requisition accordingly.
- Prepare financial statements concerning petty cash and other budgetary issues.
- Maintain liaison with different departments of the university on behalf of the department.
- Any other tasks assigned by the supervisor.

Academic Qualification:

- Master's degree, preferably an MBA with at least 2nd class/ CGPA 3 out of 4 from any reputed university.

Experience:

- Candidates should have at least 2 to 3 years of practical work experience in any large organizations/educational institutions.

Age: Ideally 25-30 years.

Pay Scale: Tk. 15,999 - 1,600 - 39,998 (as per NSU policy).

Other Terms and Conditions:

- Excellent verbal and written communication skills and well conversant in computer applications.
- Willingness to work on holidays and after office-hours, if necessary.
- Third division/ class/ equivalent CGPA of the candidates in any educational level will not be accepted.

NSU reserves the right not to appoint anyone if suitable candidates are not found.

Any prior communication or persuasion to the position will be considered as a disqualification. Interested candidates are requested to apply through jobs.northsouth.edu by November 9, 2023.

Department of Administration
NORTH SOUTH UNIVERSITY
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NSU Job Portal: jobs.northsouth.edu